



Job Opening: HUMAN RESOURCES MANAGER

\$90,000 - \$130,000 annually

For full details on the position and directions on how to apply:

<https://sonomacleanpower.org/job-opportunities>

Are you ready to lead the charge in shaping the future of local clean energy? Join Sonoma Clean Power (SCP) as a Human Resources Manager!

SCP is on the lookout for an experienced Human Resources Manager to play a key role in delivering on our Mission to turn the tide on the climate crisis, through bold ideas and practical programs. As the community-owned electricity provider for Sonoma and Mendocino counties, SCP is at the forefront of California's clean power transition, and we need an experienced, collaborative, and professional individual like you to join our team!

About Sonoma Clean Power (SCP)

SCP is not just an electricity provider; we are a catalyst for change. We procure electricity from clean, renewable sources including solar, wind and geothermal. Our commitment to clean energy has made us a leader in the industry, and we've been providing an optional 100% local renewable source since 2014.

Summary Description

As our Human Resources Manager, you will handle all daily aspects of SCP's Human Resources department, including managing recruitments, onboarding, administering pay, benefits, leaves, accommodations, and enforcing company policies and practices. Your excellent interpersonal, organizational, and problem-solving skills will further the organization's human resources needs.

The ideal candidate will have excellent communication skills and experience in all aspects of human resources management. A bachelor's degree with coursework in Human Resources or a related field is required. Must have experience working with the State of California's labor and employment laws. Experience working for a public agency or professional certification (SHRM or PHR, for example) are highly preferred.

Visit www.sonomacleanpower.org to learn more about SCP.

To apply, please email a cover letter, resume, and references as a single PDF to:
jobs@sonomacleanpower.org.

THE SONOMA CLEAN POWER AUTHORITY IS AN EEO/ADA EMPLOYER



HUMAN RESOURCES MANAGER

\$90,000 – \$130,000 annually

SUMMARY DESCRIPTION

This individual in this position will run the daily functions of the Human Resources department of Sonoma Clean Power (SCP) including recruitments, onboarding, administering pay, benefits, leaves, accommodations, and enforcing company policies and practices. This person will enhance the organization's human resources by planning, implementing, and evaluating employee relations and Human Resources (HR) policies, programs, and practices.

This position requires excellent communication skills and experience in all aspects of human resources management including Federal, State, and local labor and human resources laws, Equal Employment Opportunity laws, wage and hour laws and workers' compensation. The ability to work independently and maintain professionalism and confidentiality in all personnel matters is critical.

REPORTING AND SUPERVISION

General supervision is received from the Director of Internal Operations, who reports to the Chief Operating Officer. This position may exercise functional and technical supervision over assigned staff. The primary workplace for this position is at the SCP facilities in Santa Rosa, CA. SCP provides a flexible schedule with availability to work at home for some shifts. Any specific remote work scheduling requests shall be submitted to the Director of Internal Operations for prior approval.

The FLSA classification of this position is Exempt.

ESSENTIAL JOB FUNCTIONS

These essential job functions, in general terms, describe the type and level of work performed as well as the responsibilities of employees hired for this position. Management reserves the right to add, modify, change, or rescind work assignments of any position and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

The Human Resources Manager will:

- Partner with the leadership team to understand and execute the organization's human resources and talent strategy, particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Review, track, and document compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety

training, anti-harassment training, professional licensure, bilingual and aptitude exams and certifications.

- Analyze trends in compensation and benefits; research and propose competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Maintain employee benefits programs and inform employees of benefits by studying and assessing benefit needs and trends; recommend benefit programs to management; direct the process of Open Enrollment, work with broker(s) to obtain and evaluating benefit contract bids for review; design and conduct educational programs on benefits.
- Manage the talent acquisition process, which may include recruitment, scheduling interviews and preparing hiring documents for qualified job applicants, collaborating with department's staff to understand skills and competencies required for openings.
- Conduct or acquire background checks and employee eligibility verifications.
- Implement and maintain new hire orientation and employee recognition programs.
- Perform a variety of routine tasks required to administer and execute human resources programs, including but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Handle employment-related inquiries from applicants, employees, and supervisors, referring complex or sensitive matters to the Director of Internal Operations or COO.
- Attend and participate in employee disciplinary meetings, terminations, and investigations, as assigned by the Director of Internal Operations.
- Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; review policies and practices to maintain compliance.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- May oversee the scheduling, assignments, and daily workflow of subordinate staff in the department.
- Have the ability and understanding to adhere to SCP's Personnel Rules and Policies.
- Perform related duties and responsibilities as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge and Skills:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Thorough knowledge of compensation and wage structures, employment practices that support diversity, employment laws and laws against discrimination, harassment, sexual harassment and related laws and regulations.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with, or the ability to, quickly learn HRIS and talent management systems.

Ability to:

- Interface with various public entities, committees, boards, businesses, and the public regarding SCP organizational, budget and/or other relevant issues.
- Prioritize tasks and delegate them when appropriate.
- Act with integrity, professionalism, and confidentiality.
- Understand the mission, goals, policies and purposes of SCP.

REQUIRED QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Bachelor's degree or substantial coursework from an accredited college or university with coursework in Human Resources, Business Administration, or a related field, **AND,**

Experience: Minimum five (5) years of increasingly responsible, relevant work experience. Knowledge and experience working with the State of California labor and employment laws required.

Certification with SHRM (CP or SCP) and/or PHR is a plus.

PHYSICAL AND WORKING CONDITIONS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Normal office environment with exposure to computer screens. Employees will interact with staff and/or public and private representatives in interpreting and enforcing SCP's policies and procedures one-to-one and in group settings.

Physical: While performing the duties of this class, employees are regularly required to sit, walk, and stand; talk or hear, in person and by telephone; reach with hands and arms. Employees are occasionally required to walk, sit and stand for prolonged periods; stoop, bend, kneel, and twist; and may lift up to 15 pounds. Employees must be able to communicate in person, in writing, and by telephone.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Mental: While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple concurrent tasks; work with frequent interruptions; work under intensive deadlines; interact with SCP management, Board, staff, vendors, the public, and others encountered during the course of work.

SCP actively works to provide an inclusive work environment, where people of different ethnicities, national origins, native languages, races, skin colors, sexes, genders, sexual orientations, ages, physical abilities, genetics, politics, religion, financial wealth, and education feel welcome, safe, and invited to fully participate at every level. SCP further seeks to contribute to a more inclusive and equitable society through our actions, our communication, our policies, and our investments. SCP expects all its employees to contribute to these goals.

**SONOMA CLEAN POWER IS AN EQUAL EMPLOYMENT OPPORTUNITY (EEO)/
AND AMERICAN DISABILITIES ACT (ADA) EMPLOYER**